

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

04/26/05

Created

TITLE: WASTEWATER RESOURCES ANALYST

DEFINITION

Under general direction, to participate in wastewater resources planning and analysis; computer systems planning, development and data management; and to do related work as required.

REPORTS TO: Wastewater Operations Manager

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Wastewater Operations Manager. May exercise direct supervision, coordinate or have lead responsibility on a project basis over para-professional, technical and administrative support staff.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following (depending on level of assignment):

- Participate in the development of criteria and assumptions for wastewater collection system planning and analyses.
- Perform assigned duties to analyze and characterize wastewater system load characteristics and trends; identify factors influencing wastewater collection system load capacity, strength and the level of influence of such factors; develop wastewater load projections, various load duration from system users and determine resources to efficiently and economically serve system loads.
- Prepare enforcement compliance documentation to prevent or eliminate wastewater discharges that would damage, upset or cause violations in connection with the wastewater collection or treatment systems.
- Manage computer software programs necessary to analyze and evaluate wastewater system capacity and the resources required to efficiently utilize field resources.
- Analyze and complete assigned wastewater projects related, but not limited, to environmental issues, sewer rates, budgeting the plant National Pollutant Discharge Elimination System (NPDES) permit, the Water Quality Management Plan for the City of Riverside, and the Community Service Districts.
- Assist in, and undertake, development of reports, graphic materials, information methods and media, and in making presentations of resources reports.
- Serve on Departmental and Inter-Departmental committees related to coordination of wastewater systems evaluations, selection, utilization and management.
- Serve as a representative of the City to wastewater organizations, project committees or other related organizations.

QUALIFICATIONS

Knowledge of:

- Principles and practices of wastewater resource planning and project development.

- Technology of wastewater resource planning, analysis, operation and collection.
- Economics and financing practices related to wastewater operations and collections.
- Wastewater load analysis and load forecasting techniques and principles.
- Computer software management.
- Data development, utilization and management.
- Statistical analysis.

Ability to:

- Perform described duties and related tasks with minimal supervision and in a responsible and professional manner.
- Perform and complete comprehensive assignments in an efficient and timely manner.
- Interpret and evaluate results of calculations and analyses to determine validity, practicality and applicability of results.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with wastewater staff, other City Departments and associates in other wastewater facilities and associations.
- Perform described duties and related tasks with minimal supervision and in a responsible and professional manner.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major course work in engineering, economics, business, finance, science or related field.

Experience: At least two years of progressively responsible experience in wastewater resource planning and development, wastewater facilities operation, collection or discharge compliance.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Wastewater Resources Analyst

TO: Wastewater Operations Manager